

**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

Chapter 7	Number 1	Effective Date 07/02/09	Review Date 2012
Subject PRELIMINARY AND FOLLOW-UP INVESTIGATIONS			☒ New Order ☐ Replaces
References CALEA 42.1.4, 42.1.2, 42.1.4, 42.2.1 and 42.2.2 VLEPSC OPR 02.01a, OPR 02.01b, OPR 02.01c, OPR 02.01d, OPR 02.01e, OPR 02.01f, OPR 02.03a, OPR 02.03b, OPR 02.03c, OPR 02.03d, OPR 02.03e, OPR 02.03f, and OPR 02.03g General Order 2-6, 6-2, 7-2 and 7-3			
 _____ Chief of Police or Designee		07/02/09 _____ Date	

I. PURPOSE

The purpose of this directive is to establish minimum guidelines for officers and detectives to conduct well-organized preliminary and follow-up investigations.

II. POLICY

It is the policy of the Richmond Police Department to set forth basic responsibilities for officers and detectives involved in conducting preliminary and follow-up investigations.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this General Order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

IV. PROCEDURE**A. Preliminary Investigations**

1. Officers will generally conduct the majority of preliminary investigations as they commonly have the first contact with citizens requesting police services.
2. Detectives will also be assigned to conduct preliminary investigations in special situations when it is advantageous to have a detective respond initially.

3. Officers and detectives conducting preliminary investigations shall be responsible for the following:
 - a. Respond to all assigned calls for service as promptly and safely as possible and observe all conditions, events and remarks.
 - b. Locate and identify victims, witnesses and plausible suspects.
 - 1) In cases which would not be considered major or special in nature, officers shall interview victims, witnesses and suspects.
 - 2) In cases which would be considered major or special in nature, detectives shall be called in to interview involved parties and officers will assist as necessary.
 - 3) Nothing prohibits an officer from allowing suspects to make voluntary statements.
 - c. Maintain the crime scene, protect and secure all evidence, and arrange for the collection of such evidence following the procedures set forth in General Order 7-3, Crime Scene Protection.
 - d. Immediately notify his/her first line (immediate) supervisor who will, in turn, notify the Area Watch Commander and Night Supervisor as outlined in General Order 2-6, Night Supervisor and Notification.
 - e. Arrest offenders or take other appropriate action as circumstances dictate.
 - f. Conduct thorough, accurate and efficient preliminary investigations on all legitimate calls for police service, which shall result in a documented report by following guidelines set forth in General Order 6-2, Incident Based Reporting (IBR).

B. Follow-Up Investigations

1. Detectives will conduct the majority of follow-up investigations, specifically regarding those pertaining to life-threatening shootings, homicides, rapes, robberies and other serious violent and major crimes when requested by the supervisor on scene.
2. Officers are expected to conduct follow-up investigations in the following instances:
 - a. When there is a reasonable chance of immediately identifying and apprehending a suspect;
 - b. When there is a need for obtaining additional information for the preliminary investigation report;

- c. When there are other compelling circumstances; and/or,
 - d. When assigned by a supervisor.
- 3. Officers are expected to follow-up preliminary investigations to the extent that available resources permit and shall consult their immediate supervisor prior to conducting lengthy follow-up investigations.
- 4. Degree of seriousness and case solvability factors will be considered in transferring and assigning a case to a detective for follow-up. When an investigation falls into one of the following categories, a detective shall be contacted:
 - a. Burglary;
 - b. Robbery;
 - c. Arson;
 - d. Sex crimes involving juvenile suspects or victims;
 - e. Rape;
 - f. Aggravated assault; or,
 - g. Homicide or suspicious death where foul play is suspected.
- 5. Investigative Supervisors shall determine the criteria that will be used in determining whether a case needs further investigation and what available resources will be utilized in the investigative effort.
- 6. The Major Crimes Division's Case Screener shall be assigned to all cases that have not resulted in a warrant being obtained or an arrest being made in simple assaults, threats of bodily harm and missiles thrown into occupied vehicles or homes.
- 7. To ensure thorough and consistent follow-up investigations, officers shall have the ability to perform basic investigative tasks. However, detectives shall perform more complex investigative tasks, as necessary for each individual investigation including, but not limited to:
 - a. Review and analyze all preliminary reports forwarded for follow-up investigation;
 - b. Conduct additional interviews and/or interrogations and make contact with victims, witnesses, neighbors, informants, officers, etc.;
 - c. Review pertinent departmental records;
 - d. Review lab examinations results;

- e. Arrange for the dissemination of appropriate information to other Department components and associated agencies;
- f. Notify the Forensics Unit and arrange for searches of the crime scene and vicinity;
- g. Plan, organize and conduct stakeouts and/or surveillance;
- h. Review criminal histories of suspects and determine suspect involvement in other crimes;
- i. Identify and apprehend suspects through the use of a line-up and other identifying techniques when applicable;
- j. Prepare case(s) for prosecution; and,
- k. Assist in prosecution efforts.

V. ROLES AND ACCOUNTABILITY

A. Officers shall:

- 1. Perform basic investigative tasks to ensure thorough and consistent preliminary and follow-up investigations;
- 2. Conduct follow-up investigations in the following instances:
 - a. When there is a reasonable chance of immediately apprehending a suspect;
 - b. When there is a need for obtaining additional information for the preliminary investigation report;
 - c. When there are other compelling circumstances; and/or,
 - d. When assigned by a supervisor.
- 3. Follow-up preliminary investigations to the extent that available resources permit; and,
- 4. Consult his/her immediate supervisor prior to conducting lengthy follow-up investigations.

B. First line (immediate) supervisors shall:

- 1. Contact a detective through the use of the notification process outlined in General Order 2-6, Night Supervisor and Notification when an investigation falls into one of the following categories:
 - a. Burglary;
 - b. Robbery;

- c. Arson;
- d. Sex crimes involving juvenile suspects or victims;
- e. Rape;
- f. Life threatening aggravated assault; or,
- g. Homicide or suspicious death where foul play is suspected.

C. Detectives shall:

1. Conduct preliminary investigations in special situations when it is advantageous to have an detective respond initially;
2. Conduct the majority of follow-up investigations, specifically regarding those pertaining to life threatening shootings, homicides, rapes and other serious violent and major crimes when requested by the supervisor on scene; and,
3. Perform more complex investigative tasks as necessary for each individual investigation including, but not limited to:
 - a. Review and analyze all preliminary reports forwarded for follow-up investigation;
 - b. Conduct additional interviews and make contact with victims, witnesses, neighbors, informants, officers, etc.;
 - c. Review pertinent departmental records;
 - d. Review lab examinations results;
 - e. Arrange for the dissemination of appropriate information to other Department components and associated agencies;
 - f. Notify the Forensics Unit and arrange for searches of the crime scene and vicinity;
 - g. Plan, organize and conduct stakeouts and/or surveillance;
 - h. Review criminal histories of suspects and determine suspect involvement in other crimes;
 - i. Identify and apprehend suspects;
 - j. Prepare case(s) for prosecution; and,
 - k. Assist in prosecution efforts.

D. Officers and detectives conducting preliminary investigations shall:

1. Respond to all assigned calls for service as promptly and safely as possible and observe all conditions, events and remarks;
2. Locate and identify victims, witnesses and plausible suspects:
 - a. In cases which would not be considered major or special in nature, officers shall interview victims, witnesses and suspects.
 - b. In cases which would be considered major or special in nature, detectives shall be called in to interview involved parties and officers will assist as necessary.
3. Maintain the crime scene, protect and secure all evidence, and arrange for the collection of such evidence following the procedures set forth in General Order 7-3, Crime Scene Protection;
4. Immediately notify his/her first line (immediate) supervisors who will, in turn, notify the Area Watch Commander and Night Supervisor as outlined in General Order 2-6, Night Supervisor and Notification;
5. Arrest offenders or take other appropriate action as circumstances dictate; and,
6. Conduct thorough, accurate and efficient preliminary investigations on all legitimate calls for police service, which shall result in a documented report by following guidelines set forth in General Order 6-2, Incident Based Reporting (IBR).

E. Investigative Supervisors shall:

Determine the criteria that will be used in determining whether a case needs further investigation and what available resources will be utilized in the investigative effort.

F. Major Crimes Division's Case Screener shall:

Be assigned to all cases that have not resulted in a warrant being obtained or an arrest being made in simple assaults, threats of bodily harm and missiles thrown into occupied vehicles or homes.